

Volume 1, Issue 1

January/February 2006

Commerce Cabinet

COMMERCE HR NEWS

Special points of interest:

- Welcome our new Cabinet Secretary, George Ward
- New Health Insurance Plan (Kentucky Employee Health Insurance)
- Health Commerce-Commerce Cabinet Wellness Initiative

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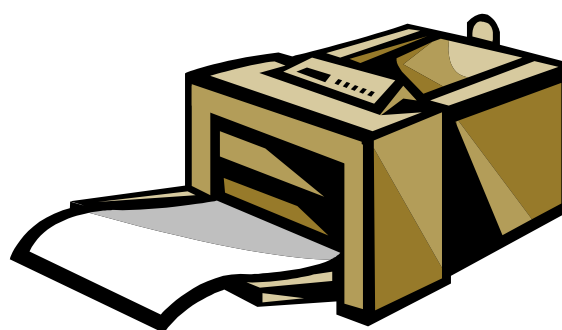
SECRETARY'S CORNER

It is my pleasure to introduce to you the new Commerce Cabinet Human Resources Newsletter.



My thanks go out to Tiffany Yeast and her staff for their efforts in getting this project off the ground.

You will find important information pertaining to health insurance and wellness in this issue including a personal story about one of our long term employees relating to his recent health discovery. There is also information on the Employee Suggestion System, inclement weather including driving tips, paid holidays, and other HR programs.



As I mentioned at the Wellness Kick-off luncheon, it is important to eat right, exercise, and take vitamins to stay healthy. We all have hectic schedules to keep, but do take time to take care of yourself.

I'm looking forward to a happy and healthy 2006!

Special Thanks to the Commerce HR Team:

*Debbie Beasley
Kathy Carnes
Andrae' Hicks
Sheila Miller
Teresa Miner
Jan Owens
Freda Harris-Preston
John Shouse
Robin Smith*

KENTUCKY EMPLOYEE HEALTH PLAN

Effective this month, January 2006, the state has gone to a new self-insured health insurance program. The new health insurance will be administered by Humana in partnership with Bluegrass Family Health. All state employees who

have elected to have health benefits will use Humana as their health care administrator.

Plan Features

No changes to the benefits, benefit choices are the same as they were last year. Benefit options

(Essential, Enhanced and Premier) are the same as last year.

No change in plan cost, the new Kentucky Employees Health Plan is being offered with the same premium as last years plan.

A NEW BEGINNING

**The best six doctors
anywhere
And no one can deny
it
Are sunshine, water,
rest, and air,
exercise and diet.
These six doctors will
gladly attend
If only you are
willing
Your mind they'll
ease
Your will they'll
mend
And charge you not
a shilling.**

-Nursery rhyme quoted by
Wayne Fields, *What the
River Knows*, 1990

Open Enrollment for the 2006 Plan Year is now complete and we would like to provide information that you may need as we begin the new Kentucky Employees Health Plan (KEHP)

Please read the information contained in this update as it provides valuable information to assist our transition



*For more information contact the Department of
Employee Insurance at 1-888-581-8834*

to Humana for the 2006 Plan Year. You may also visit <http://kyhealthplan.humana.com> for more information.

In addition, you will receive a Welcome Packet from Humana that will contain additional information regarding your 2006 health plan.

Every member (including your covered dependents) will receive a new health insurance identification card (ID cards) to use beginning January 1, 2006.

The new ID cards will have

a unique member number instead of your Social Security Number.

Your ID card will be used for both your medical and pharmacy benefits.

Humana and Express Scripts, Inc.

1-877-KYSPIRIT (877-597-7474) (option 1 for Humana or Option 2 for Express Scripts)



TRANSITION OF CARE

The KEHP wants to provide information that will assist with a smooth transition to the 2006 Health Plan.

- **Mail Order Open Refills**

If you currently have a mail order prescription that is mailed to your home, you will need to obtain a new prescription from your doctor and complete the mail order

form for Express Scripts. This form was included in the Welcome letter that you should have received in December.

If you are receiving the mail order benefit at your retail pharmacy, all you need to do is provide your pharmacy with your new ID card showing that you are now covered

through Express Scripts.

- **Disease Management, Case Management, Utilization Management, Maternity care**

If you are currently under one of the above mentioned management programs with your current carrier, contact Humana's customer service to enroll in these same programs.

COORDINATION OF BENEFITS

Beginning this month, Humana will begin collecting (COB) information from all members who have dependents covered under their Plan.

- This information will be collected via an automated telephone call that will be placed directly to your home. The automated telephone call will inquire as to whether your dependents are covered by any

other group health insurance plan.

- The information provided will assist Humana in processing claims incurred by your dependents. If you do not provide COB information, claims will be pended until the information is provided.



Share all of your insurance information.

- Even if your dependents are not covered by other health insurance, you will need to provide that information to Humana. You may call Humana after January 2, 2006 to provide this information.

BUSINESS PARTNERS WITH HUMANA AND EXPRESS

Humana and Express Scripts have business partners that will be working with KEHP employees. KEHP wants to make you aware of these companies and assure you that these companies have been approved by the Commonwealth and will abide by all privacy regulations.

- **Active Health Management** will be partnering w/ Humana to offer Disease Management, Case Management and Utilization Management programs for our members.
- **CorpHealth, INC.** will be partnering w/ Humana to provide mental

health and substance abuse services.

- **CuraScripts Pharmacy** will be partnering with Express Scripts to provide certain oral and injectable specialty medicines. There are certain specialty drugs which will be required to be filled through CuraScripts. **However, you will be allowed to fill your first prescription at your retail pharmacy and will then receive a letter from Express Scripts advising that future refills will be handled through CuraScripts.** CuraScripts will mail your medications to you along with all needed supplies-

needles, syringes, alcohol swabs and sharps containers-at no additional cost.

A listing of the drugs that must be acquired through CuraScripts is included in this update.

- **Gordian Health Solutions** will be partnering with Humana to offer a Personal Health Analysis (PHA) which will be available on the <http://kyhealth-plan.humana.com>

website as of this month. Once you have completed the PHA, you may receive information from Gordian Health.

EXPRESS SCRIPTS, Inc.

Express Scripts, Inc. is the company that will be your pharmacy (prescription drugs) administrator for the new Kentucky Employee Health Plan. Express Scripts will be working hand in hand with Humana-Bluegrass Family Health partnership to ensure that all of your pharmaceutical needs are met. Express

Scripts is a very reputable company as it is one of the largest pharmacy benefit (PBM) companies in North America, providing PBM services to over 50 million patients through facilities in 13 states and Canada. Express Scripts, Inc is headquartered in St. Louis, Mo.

Express Scripts, Inc promotes

to be a customer oriented company!

Express Scripts, Inc. is a nation-wide network (Walgreen's, Wal-Mart, Kroger, etc.)!

Express Scripts Inc. is the statewide formulary!

Vision

Some men see things the way they are and ask, "Why?" I dream things that never were and ask "Why not?"
-George Bernard Shaw

COMMONWEALTH CHOICE FLEXIBLE SPENDING ACCOUNTS (STATE EMPLOYEES ONLY)

If you have selected a Healthcare Flexible Spending Account, you will receive a HumanaAccess Visa debit card. This card may be used to pay your co-pays and coinsurance at the point of sale for medical expenses

- If you waived your health insurance through the Kentucky Employees Health Plan and have directed the employer contribution to a Healthcare Flexible Spending

Account, you will not be able to use your HumanaAccess card to pay for prescription drug co-pays.

- The company that administers the HumanaAccess card cannot verify that the purchases from a pharmacy are for covered expenses, as required by the IRS.

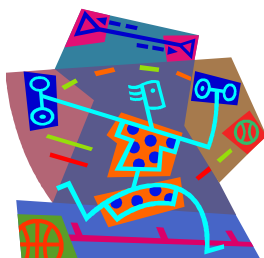
You will need to pay for the

prescription co pay/coinsurance at the pharmacy and submit the claim to Humana. You may contact Humana or visit the kyhealth-plan.humana.com website to obtain a claim form.

- You will still be able to use the HumanaAccess card at your doctor's office or at the hospital.

Commerce Cabinet Health and Wellness Initiative

The Commerce Cabinet has formed a Health and Wellness Committee that consists of employees from various agencies and departments throughout the Cabinet. It was this committee's goal to



HEALTH COMMERCE WANTS YOU! PLEASE JOIN US IN BEING HEALTHIER KENTUCKIANS.

develop a wellness program designed for all Commerce Cabinet employees.

For several months, this committee met weekly to develop a program that all Commerce Cabinet employees could partake in and enjoy despite their current health state.

After months of hard work, the committee was able to come to a collective agreement as to what the wellness program should include and how the program should be put in place.

The Wellness program was introduced to all cabinet employees in attendance at

the Commerce Christmas Luncheon and via email to all employees that have a state email address.

We encourage you to join us and participate in the wellness program! We also want your feedback about the program and/or any suggestions you have to make the program better. Please feel free to contact Robin Smith at robinl.smith@ky.gov for suggestions and or comments.

For more information about Health Commerce. Please continue reading.

HEALTH COMMERCE

“Create a walking club for your own accountability. Hold your co-workers accountable.”

Programmatic Goals

- Promote healthy life-style change.
- Create health awareness.
- Improve overall health and physical conditioning through weight loss.
- Support emotional health.

In time, create healthier employees that will help to reduce insurance rates.

Core Activities

- Walking program centered around your agency facility.
- Work with your personnel officer and/or committee member and inquire about activities in and around your work facility.

- Use a pedometer to record physical activity to number your steps.
 - Use the stairs whenever possible.
 - Strongly encourage participants to take 1,000 steps per day.
- Create a walking club for your own accountability. Hold your co-workers accountable.

Time

15/30 minutes of your lunch time, and, if applicable use your designated break time. Use your own time away from work or utilize the time you have coming and going to work (park further away than normal).

Recognition

- Employee Health

focus bi-monthly in HR newsletter.

- T-shirts, pedometers, certificates, and/or other gifts to award permanent/major life style changes.
- Physical appearance!

HEALTH COMMERCE PROGRAMS

Monthly Brown Bag Sessions

There will be monthly brown bag lunch sessions. Join us for our first session, January 25, 2006 at the Frankfort Convention Center. This month's focus will be dedicated to Diabetes.

Other proposed sessions include:

- Outdoor Physicality and overcoming Disability
- Emotional Eating
- Tobacco Prevention and Cessation

Also join in on the Mystery Food Book Club. This program is being sponsored by Sarah Hall. The Book Club will feature books that are

centered around food. It could be a mystery, or maybe a slapstick comedy or even a heartbreaking tragedy. This month's featured book is: **THE GRILLING SEASON**

by Diane Mott Davidson

Health Commerce Cookbook

We are looking to put together a Healthy Commerce recipe book that includes all healthy recipes from Commerce Cabinet employees. So send us your best health recipes. It is our intent to pull together all the recipes and compile a Health Commerce cookbook that will be on sale for all Commerce Cabinet employees. Proceeds will go

directly back to the Health/Wellness program.

Tobacco Prevention and Cessation

The Health and Wellness team is pulling together with the Department of Public Health to coordinate smoking cessation program.

Program goals are to:

- Prevent the initiation of tobacco use among young among young people;
- Promote cessation among young people and adults;
- Eliminate non-smokers exposure to environmental tobacco smoke; and
- Identify and eliminate the disparities related to tobacco and its effects on different population groups

EMPLOYEE HEALTH FOCUS

In every publication of Commerce HR news, we will feature an employee who has been affected in some way emotionally, physically or mentally as it pertains to their health.

In this edition, we are happy to feature and share with you Henry Curtis's new start. Henry Curtis is a long time state employee. Curtis is currently employed with the Department of Parks as a Staff Attorney.

Henry was recently diagnosed with diabetes. Henry thought of himself as being fairly health conscience. Although not consistently, he walked during his lunch breaks from time to time with his co-worker Sarah Hall. Although his weight fluctuated, Henry did not consider himself as obese nor did he think his eating habits were "out of whack."

Although he knew of the "obesity epidemic", he did not think that it applied to him and he continued to eat late, walk sparingly, and enjoy snacks after supper while watching television.

On one Sunday in July, Henry thought he was having a heart attack and went straight to the emergency room. After being examined by the doctors, and being diagnosed as having high blood sugar levels, Henry's doctor scheduled some test. A few days later after the tests, Henry received a telephone call from the doctor that changed his life. The doctor told him that his blood sugar was over 600 and that he was about to go into a coma. Thus Henry sought medical attention immediately. Henry was diagnosed with diabetes.

Henry is now on medication, and is restricted from eating certain fatty

foods, and has also been instructed to engage in a daily exercise regimen.

It is now January and although Henry struggles from day to day to stick with his diet and exercise regularly, he is doing well. Henry continues to shed the pounds. Daily, Henry and co-worker Sarah Hall walk for approximately 30 minutes during lunch. Henry's diet has also changed tremendously although he continues his tradition of eating at the Holiday Inn for lunch. Many of his co-workers on his floor also encourage Henry to eat right by bringing him no-sugar muffins, cookies and brownies.

Henry insists that his greatest motivator is the symbol of death. He is determined that the grim reaper will have to be the one to come and get him.

HATS OFF TO HENRY!

"The doctor told him that his blood sugar was over 600 and the he was about to go into a coma."

DATES TO REMEMBER

2006 State Holidays

Monday, January 16, 2006-Martin Luther King, Jr's Birthday
One half day, Friday, April 14, 2006-Good Friday
Monday, May 29, 2006-Memorial Day
Tuesday, July 4, 2006-Independence Day
Monday, September 4, 2006-Labor Day
Friday, November 10, 2006-Vetrans Day
Thursday & Friday, November 23-24, 2006-Thanksgiving
Monday & Tuesday, December 25-26, 2006-Christmas
Monday & Tuesday, January 1-2, 2007-New Year's

In accordance with KRS 18A.190, KRS 2.190, and KRS 2.110, State office buildings shall be closed and state employees shall be given a holiday on the above listed days. Delivery of essential services to the public will not be impaired.

PROGRAMS AVAILABLE TO YOU

As state employees, you may be eligible to participate in numerous programs that are designed to improve your professional and personal development. Check out the opportunities that are available to you by going to the Personnel Cabinet's Office for Employee & Organizational

Development website:

<http://personnel.ky.gov/oeod/empdev/cmf> or by contacting your agency/department/park personnel officer.

Kentucky Certified Public Managers Program (KCPM)

Certificate of Management Fundamentals

Educational Assistance Award

Commerce Cabinet Tuition Assistance

Two other monetary award programs for which you as a state employee may be eligible for are:

Employee Recognition Award (ERA)

Adjustment for Continuing Excellence (ACE)

Both programs are designed to reward employees for acts of distinguished and/or exceptional performance. Awards can range from a one time lump sum payment of 5% of midpoint of the employee's base salary (ERA) or a salary adjustment up to 10% of the grade midpoint of the employees base salary (ACE).

Please understand all eligible employees must meet the minimum requirements as stated within each award regulation.

Awards are subject to the approval of the agency's appointing authority and are contingent on the agency having sufficient funds. For more information on these award programs, please

contact your
personnel officer.



Commerce Cabinet News for You

As the new year begins all employees should be informed about some of the wonderful things that the Cabinet has/will achieve. Please be proud of the following accomplishments :

For the first time ever, the FEI World Equestrian Games will be hosted outside of Europe. The 2010 FEI WEG games will be hosted by the Commerce Cabinet's very own Kentucky Horse Park. This is history in the making, the first time in the United States and the largest sporting event ever to be held in Kentucky! For more information about the WEG games go to

www.kyhorsepark.com

Commerce Cabinet was very involved with the Louisville Arena Task Force. The Task Force voted to construct an arena in Louisville.

The arena will be a state of the art sports and entertainment complex that will host major events, creating an economic impact for all Kentuckians.

The Cabinet expanded this year by adding the Sports Authority office to the Department of Tourism. Another first for the state. To date the Sports Authority office has been successful with recruiting the following events:

Dew Action Sports Tour, 10 fishing tournaments with ESPN outdoors and the Ryder Cup.

This year two major motion pictures were produced and debut that promoted Kentucky:

Elizabethtown and Dreamer.

The Department of Tourism is currently working to secure more major motion pictures as they are working to propose film incentives legislation.

The Department of Parks made it easier for guests to make reservations, whether staying at the lodge or the campgrounds, by adding two new reservation systems. The Department of Parks is also helping to keep Kentucky dollars in Kentucky by buying produce and meat directly from Kentucky farmers and producers.

Commerce Cabinet employees stepped up to the plate and raised roughly **\$4200** for Hurricane Katrina families while also stepping up tremendously and donating **142,087.29** to the Kentucky Employee Charitable Campaign.

The following agencies have received national recognition for the service and/or programs that they provide:

Governor's School for the Arts-Semi-Finalist for National Award-"Coming up Taller"

Kentucky Historical Society-Received Accreditation of American Association of Museums (Highest National Recognition)

Artisan Center-Nominated for 1st national award

Kentucky Heritage Council-received "Rural Heritage Award" one of two states selected

Kentucky Arts Council-Stature Increased among all state arts agencies.

Commerce Cabinet

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This publication is being sent to you by the Office of Human Resources. The Human Resources Office is an office within the Office of the Secretary of the Commerce Cabinet.

The Commerce Cabinet is comprised of 17 different agencies/departments. The Cabinet's mission is to:

“Enhance Kentucky’s competitive position in the national and international economy by promoting Kentucky’s recreational tourism opportunities, expanding the capacity of Kentucky’s environmental, creative, cultural, and historical assets, ensuring Kentucky’s energy future, and marketing Kentucky as a great place to live, a great place to visit, work and raise a family.”

KENTUCKY EMPLOYEE SUGGESTION SYSTEM

The Kentucky Employee Suggestion System (ESS) is an incentive program designed to encourage employees to participate in good management by sharing their ideas on improving the productivity and the services offered by our state.

- Awards may range from a minimum of \$100 to ten (10%) of the first year’s documented or estimated savings, up to a maximum of \$2500. One hundred dollars (\$100) may be given for ideas that are adopted and have intangible savings.
- An employee with status in the classified service may be recognized and rewarded for submitting a suggestion that results in the

improvement of state service or in the realization of financial savings by the state.

- Cash awards are given when a suggestion has been implemented, approved by the ESS Council and results in cost reductions, cost avoidance, or for ideas that would improve the opera-

tions of a process or program, improve public relations, safety or effectiveness of operations. Employees now have the ability to submit suggestions electronically. By using the new on-line system, employees can track their suggestion from submission to completion.

Each Cabinet has a designated ESS coordinator for employees within their Cabinet. Your ESS Coordinator is Ms. Freda Harris-Preston. For more information about the ESS program, please contact Ms. Harris-Preston at 502-564-8110 ext.309.



Money
for you and Savings for the State

Inclement Weather Policy

Absences due to Adverse Weather

Only the Governor has the authority to close state offices and change working hours of state employees. Thus during inclement weather, unless otherwise notified, all state offices will remain open and regular office hours shall be maintained by all employees.

Employees, however, who chose not to report to work, come late to work, or leave early, per KAR 2:102, Section 10 and 101 KAR 3:015, Section 10, must handle these their absences accordingly:

1. An employee, who is not designated for mandatory operations and chooses not to report to work or chooses to leave early in the event of adverse weather conditions such as tornado, flood, blizzard or ice storm, shall have time of absence reported as:
 - A. Charge to annual or compensatory leave:
 - B. Taken as leave without pay, if annual and compensatory leave have been exhausted; or
 - C. Deferred in accordance with subsections (3) and (4).
2. An employee who is on pre-arranged annual, compensatory or sick leave shall charge leave as originally requested.
3. Where operational needs allow, except for an employee in mandatory operations, management shall make every reasonable effort to arrange schedules whereby an employee will be given an opportunity to make up time not worked rather than charging it to leave.
4. An employee shall not make up work if the work would result in the employee working more than forty (40) hours in a work week.
 - A. Time lost shall be made up within four (4) months of the occurrence of the absence. If it is not made up within four (4) months, annual or compensatory leave shall be deducted to cover the absence, or leave without pay shall be charged if no annual or compensatory leave or deducted from the final paycheck.
5. If catastrophic, life-threatening weather conditions occur, as created by a tornado, flood, ice storm or blizzard, and it becomes necessary for authorities to order evacuation or shut down of the place of employment, the following provisions shall apply:
 - A. An employee who is required to evacuate or who would report to a location that has been shutdown shall not be required to make up the time that is lost from working during the period officially declared hazardous to life and safety.
 - B. An employee who is required to work in an emergency situation shall be compensated pursuant to the provisions of Section 5 of this administrative regulation and the Fair Labor Standards Act as mandated.

Rules of Thumb:

When faced with an adverse weather situation, immediately contact your supervisor and ask for his/her guidance and/or inform them of your intentions in regard to taking leave.

In the event that you have not made it to work and you are facing adverse weather conditions, immediately contact your supervisor and seek their guidance and/or inform them of your intentions to be late or be absent.

Ask your supervisor if you are an employee who is considered mandatory for operations.

If you do not know, ASK!

Kentucky State Police Offers Winter Driving Tips

- Listen for radio or television reports of travel advisories issued by the National Weather Service.
- Avoid traveling on ice-covered roads if at all possible.
- If you must travel, let someone know your destination and when you expect to arrive. Ask them to notify authorities if you are late.
- Check and restock the winter emergency supplies in your car before you leave.
- Never pour water on your windshield to remove ice or snow; shattering may occur.
- Never rely on your car to provide sufficient heat; the car may break down. Always dress warmly.
- Always carry clothing appropriate for winter conditions.

What to do if you get stranded

- Tie a brightly colored cloth to the antenna as a signal to rescuers.
- Move anything you need from the trunk into the passenger area.
- Wrap your entire body, including your head, in extra clothing, blankets, or newspapers.
- Stay awake. You will be less vulnerable to cold-related health problems.
- Run the motor (and heater) for about 10 minutes per hour, opening one window slightly to let air in. Make sure that snow is not blocking the exhaust pipe-this will reduce the risk of carbon monoxide.
- As you sit, keep moving your arms and legs to improve your circulation and stay warmer.
- Do not eat un-melted snow it will lower your body temperature.

Prepare your vehicle for winter

- Have maintenance service on your vehicle as often as the manufacturer recommends.
- Have the radiator system serviced, or check the antifreeze level yourself with an antifreeze tester. Add antifreeze, as needed.
- Replace windshield-wiper fluid with a wintertime mixture.
- Replace any worn tires, and check the air pressure in the tires.
- During winter, keep the gas tank near full to help avoid ice in the tank and fuel lines.

Winter Survival Kit for your vehicle

Equip your vehicle with these items:

Cell phone and charger, blankets, first aid kit, a can and waterproof matches (to melt snow for water), windshield scraper, booster cables, road maps, compass, tool kit, paper towels, bag of sand or cat litter (to pour on ice or snow for added traction), tire chains (in areas of heavy snow), collapsible shovel, high-calorie canned or dried foods, and a can opener, flashlight and extra batteries, with sealant (for and brightly

canned compressed air emergency tire repair) colored cloth.

